



**Redwood National and State Parks
1111 Second Street
Crescent City, California 95531**



February 1, 2016

Dear Partner in Education,

Whether you are “new” or an “old-hand” at Howland Hill Outdoor School, **thank you** for supporting the curriculum-based education programs at Redwood National and State Parks! We are pleased to be able to continue working with all of you wonderful educators who consider our programs as extensions of their classroom curriculums. By receipt of this letter, you are considered the “trip leader” for your group and the main facilitator between your school, parents, students, and the park staff at Hill Outdoor School (HHOS).

Please thoroughly read the messages below!

Security has increased at HHOS. Colored lanyards with name badges will be provided and placed on all parent/adult helpers and teacher/leaders so that authorized adults with the group can be identified quickly. Anyone without these identification lanyards may be asked to leave, or be escorted from the area by park law enforcement.

With increased security you need to limit the numbers of parents/adult assistants on site:

Day use: one (1) parent/adult assistant per 10 students, with **no more than** six (6) total adults. **Overnight visits:** require **no more than** two (2) parents/assistants for each cabin group. These numbers are in addition to one kitchen coordinator and the teacher(s).

**Exceptions are made if you have additional parents/aides for students that have special needs.*

Accompanying parents are not allowed to bring young siblings not part of the visiting class.

To maintain program quality we do not allow more than one class for programs at HHOS and the total number of students for any program at Howland Hill is 45.

We have also found it necessary to suspend all potlucks and “parent-nights.” Historically, these have only added to facility usage numbers; with entire families showing up without knowing the “Standard Operating Procedures” this is when the site becomes a security issue-anyone could show up and not be noticed. Please contact us if this is a practice you would want and we will add additional use fees. Food prepared at home, in a non-certified kitchen may not be served at the outdoor school except for sack lunches on the first day of a visit.

You are responsible for being familiar with whichever Facility Guide applies to your visit. Both Guides can be found at <http://www.nps.gov/redw/forteachers//>. We are constantly working on improvements. Hard copies or CDs of these guides are also available on request. If you need an

orientation tour prior to your visit, just call the Lead for your respective center (see below). Our ultimate goal, besides getting students out into the Parks, is for there to be no big surprises on your arrival or during your stay.

Carefully read the accompanying Agreement Form and Invoice, checking the dates, numbers, and fill in any blanks before returning...If you see a problem with your group's information on either sheet, call or email me immediately. Then sign the Agreement; make a copy for your files. Return the Agreement Form, Invoice, and payment (**payable to Redwood Parks Association NOT Redwood National Park**) in the enclosed envelope as soon as possible prior to your visit.

RESERVATIONS: First-come, first-served reservations for the next school year will begin on May 1, 2016. Reservations are now accepted by email only. Reservation request forms and additional information can be found at [Howland Hill Outdoor School](#).

Sincerely,

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Redwood National and State Parks
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